

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS-ATASCADERO  
PERSONNEL OFFICE**

<b>JOB CLASSIFICATION: SENIOR PERSONNEL SPECIALIST</b>
--

**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Under general supervision, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues; researches critical personnel problems and recommends alternate solutions; functions as a team member on personnel-related projects; and may act as coordinator for a variety of personnel/payroll programs.

**50% Complete all Personnel transactions as they pertain to Industrial Disability Leave (IDL), Enhanced Industrial Disability Leave (EIDL) and Temporary Disability (TD).** This includes, but is not limited to, requesting approval (3290's) from the Return to Work Coordinators for employees receiving Workers' Compensation benefits, processing payroll and benefit calculations, and maintenance of records. Clear Accounts Receivables as a result of payroll adjustments, adjust attendance records on the Leave Accounting System and request supplemental pay. When appropriate, advise employees of their benefits and interpret rules and regulations pertaining to Workers' Compensation. **Notify affected employees of benefit options and monitor selection. Follow case from beginning to closure, process all documentation.** Keep Personnel Specialist informed on the status of their employees.

**20% Provide training and assist** the Personnel Specialists with the most complex **Non-Industrial Disability Insurance (NDI) and State Disability Insurance (SDI) claims.** Have knowledge of Affordable Care Act (ACA) and Audit processes.

**15% Perform audits for personnel transactions.** Perform ongoing audits of all personnel documents including, but not limited to employee leave credits, special pays, overtime, new hires, and separation to ensure compliance with all rules and regulations. Make recommendations to the Personnel Supervisor I/Staff Services Manager I on methods of ensuring efficient and accurate completion of all necessary work.

**15% Performs the most difficult transaction functions.** Assist with the interpretation of new personnel and payroll procedures. Provides training to the Personnel Specialists on these new procedures. Contact appropriate authority for guidance in interpreting laws, rules and procedures as needed. Assist the Personnel Supervisor I/Staff Services Manager I with special projects. Act as Personnel Supervisor I as needed.

**2. SUPERVISION RECEIVED**

Staff Services Manager I

**3. SUPERVISION EXERCISED**

N/A

**4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** Current office methods, procedures, equipment, and basic math principles; and laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.

**ABILITY TO:** Think logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning personnel transactions; independently interpret and use reference materials; give and follow directions; gather data; design and prepare tables, spreadsheets, and charts; advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations; communicate effectively; operate a computer keyboard/terminal; establish and maintain cooperative working relations with those contacted during the course of the work; organize and prioritize work; create/draft correspondence; maintain personnel records; represent the department on intra/interdepartmental teams; coordinate a variety of personnel/payroll transactions; research critical transactions and recommend alternative solutions.

**5. REQUIRED COMPETENCIES**

**INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

**CPR**

N/A

**MANAGEMENT OF ASSAULTIVE BEHAVIOR**

N/A

**CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI)

whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

### **SITE SPECIFIC COMPETENCIES**

- In depth knowledge of Personnel policies, laws, rules and regulations as applied to Personnel Transactions.
- Analyze the corrective procedures for transactions and payroll problems.
- Assist Personnel Specialists; follow the procedures for new hires, lateral transfers, temporary appointments, and separations.
- Organize and prioritize assignments.

### **TECHNICAL PROFICIENCIES**

- Implement bargaining contract changes that impact payroll benefits.
- Ability to operate computer to access State Controller's Office database to perform complex Personnel Transactions.

## **6. LICENSE OR CERTIFICATION**

N/A

## **7. TRAINING – Training Category = 10**

The employee is required to keep current with the completion of all required training.

## **8. WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Supervisor's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date